

### E-Notification Events

Event	User that Triggers Notification	Function	Notifies
Approval of Final Nomination Slate	OFACP Staff	Enters approval for appointing official	IC CMO and SRA notified that slate is approved
Federal Register Notice is Cleared	OFACP staff	Enters IC or NIH cleared/returned	IC CMO and SRA notified that FRN is cleared/returned (include notice number/meeting dates in e-mail)
Federal Staff added to committee table	IC CMO office	IC CMO adds a new federal staff person	Federal staff notified that they are added
FOP is Certified	IC CMO Office	IC certifies FOP	OFACP is notified
Meeting OK/Complete	SRA/ESA	Checks that meeting is OK complete	IC CMO office and SRA
Modify Meeting Data after OK/Complete is checked, but before FRN is generated.	SRA/ESA/IC CMO	changes data, but OK/Complete button not re-checked	This should probably be a pop-up warning rather than an email notification
Meeting not checked OK/Complete 40 days in advance of meeting	Sophonina will check on this		SRA/IC CMO?
Roster Generated	SRA/ESA	Generate Roster button clicked	SRA and ESA (This may be both an email notification and a pop-up warning.)